

# Barton Mills Parish Council

Clerk: Mrs Naomi Alecock [clerk@bartonmills.net](mailto:clerk@bartonmills.net)

Chairman: Mr N. Horne 07590 672963

## Minutes of the Annual Meeting of Barton Mills Parish Council

held in the village hall on Tuesday 7<sup>th</sup> May 2024 at 7:30pm

Present:

Cllr. Horne (Chair)  
Cllr. Colsey  
Cllr. Fuller  
Cllr. Jarvis

Cllr. Lewis  
Cllr. Mullender  
Cllr. Newman  
Cllr. Oke

Also in attendance were the Clerk Naomi Alecock, Cllr. Taylor and 7 members of the public.

### **Annual Business**

#### **1. Election of Chairman and receive Chairmans Declaration of Acceptance of Office**

Cllr. Horne was proposed for the position of Chairman by Cllr. Lewis, seconded by Cllr. Fuller. All in favour. The Declaration of Acceptance of Office was signed and Cllr. Horne was elected Chairman.

#### **2. Election of Vice Chairman and receive Vice Chairmans Declaration of Acceptance of Office**

Cllr. Colsey was proposed for the position of Vice Chairman by Cllr. Horne, seconded by Cllr. Jarvis. All in favour. The Declaration of Acceptance of Office was signed and Cllr. Colsey was elected Vice Chairman.

#### **3. Acceptance of apologies for absence**

Apologies were received from Cllr. Pollard.

#### **4. Declaration of members interests and dispensations**

Item 26.2 – Cllr. Lewis

#### **5. Appointment of Councillor Responsibilities and Representatives on outside bodies**

It was **RESOLVED** to appoint the following Councillors to the following outside bodies:

- Barton Mills Allotments Association – Cllr. Horne
- Village Hall Management Committee – Cllr. Fuller
- SALC Liaison – Cllr. Pollard
- Finance Committee – Cllrs. Horne, Lewis & Oke
- Planning – Cllrs. Mullender & Oke
- Inspection of Play Equipment – Cllr. Jarvis
- Social Media Accounts and website – Cllr. Newman
- Street Lighting – Cllrs. Colsey & Jarvis

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It was also **RESOLVED** to add:

- Speed Awareness – Cllr. Colsey

## **6. To approve the accounts for the year ending 31<sup>st</sup> March 2024**

Due to only receiving the audited accounts today it was **AGREED** to **DEFER** this item to the Parish Council Meeting in June.

## **7. To approve the Annual Governance Statement 2023/24**

Due to only receiving the audited accounts today it was **AGREED** to **DEFER** this item to the Parish Council Meeting in June.

## **8. To approve the accounting statements for 2023/24**

Due to only receiving the audited accounts today it was **AGREED** to **DEFER** this item to the Parish Council Meeting in June.

## **9. To appoint the cheque signatories for 2024/25**

It was **AGREED** to appoint the following Councillors as cheque signatories for 2024/25:

- Cllr. Horne
- Cllr. Lewis
- Cllr. Oke

## **10. To approve the Internal Auditor for 2024/25**

It was **AGREED** to appoint Anthony Preece as the Internal Auditor for 2024/25.

*1 member of the public joined the meeting.*

## **11. To review and adopt the Standing Orders**

It was **RESOLVED** to adopt the Standing Orders with no changes.

## **12. To review and adopt the Financial Regulations**

It was **RESOLVED** to adopt the Financial Regulations with no changes.

## **13. To review and adopt the General Data Protection Policy**

It was **RESOLVED** to adopt the General Data Protection Policy with no changes.

## **14. To review and adopt the Financial Risk Management Policy Statement**

It was **RESOLVED** to adopt the Financial Risk Management Policy Statement with no changes.

## **15. To review and adopt the Planning Policy**

It was **RESOLVED** to adopt the Planning Policy with no changes.

## **16. To receive the calendar of meetings for the 2024/25 civic year**

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The calendar of meetings for the 2024/25 was presented and the dates were **AGREED**.

### **17. To resolve to use the General Power of Competence for 2024/25**

The Clerk gave a brief explanation about this power and it was **RESOLVED** to use the General Power of Competence for 2024/25.

### **Ordinary Business**

### **18. To receive approval of minutes of the meeting held on Tuesday 2<sup>nd</sup> April 2024 from those members present at the meeting**

It was **RESOLVED** to adopt the minutes of the meeting held on Tuesday 2<sup>nd</sup> April 2024. Proposed by Cllr. Lewis, seconded by Cllr. Colsey. All in favour.

### **19. Public Participation**

It was asked whether the parcel of land offered for an exception site had been withdrawn. Cllr. Horne advised that the Parish Council has not received any communication regarding this.

Concerns were raised regarding the conflict of time of the 2 car boots. It was noted that the car boot on the village green is a smaller village event nowadays.

### **20. Police Report**

No police report has been received.

### **21. District Councillors Report**

Cllr. Taylor advised the Parish Council to work with SCC Highways on any speed initiatives as Worlington Parish Council have collected data from 2017 and SCC still want to carry out their own tests prior to any measures being implemented.

The locality budget is available, Cllr. Taylor will send details to forward to any groups that may require be interested in applying, it can be used as part of match funding.

Cllr. Taylor met with Tuddenham Parish Council with regards to implementing a Community Emergency Plan for localised flooding, power outage etc. for vulnerable residents. He would like to set up a meeting with the neighbouring parish councils of which Cllr. Horne expressed an interest. Cllrs. Colsey and Pollard will look at the template provided and provide a draft.

Cllr. Taylor is keen to support the exception site development as he feels that this is important.

*Cllr. Taylor left the meeting – 7.55pm.*

### **22. County Councillors Report**

Cllr. Stanbury sent his apologies, however has sent an annual report to the Parish Council.

### **23. Planning Consultations**

**23.1 DC/4/0426/FUL – Planning application – extension to existing car park to form 18 additional car parking spaces with associated earth works, drainage and landscaping – Five Guys Restaurant, Millford Services, A11 Southbound, Barton Mills**

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It was **RESOLVED** to **SUPPORT**. Proposed by Cllr. Mullender, seconded by Cllr. Lewis. All in favour.

### **24. Planning Applications decisions, statuses and appeals**

The paper was received and **NOTED**.

### **25. Parish Matters**

#### **25.1 To receive an update with regards to streetlights**

There was no update on streetlights.

#### **25.2 To receive and update with regards to the play park**

Repairs to the play park have been completed; however, there was some damage to the flooring prior to it setting. Repairs were quoted at a cost of up to £2,000, however a cost of £400.00 has been agreed and the repairs will be carried out next week along with some remedial works. Cllr. Jarvis advised that the panels on the train need to be looked at as they are bent.

#### **25.3 To receive an update with regards to the SID**

Cllr. Colsey confirmed that the rota for the battery SID has been completed until August. The solar SID is working; however, it needs to be registered on a computer to enable the download of data. Cllrs. Colsey and Newman will look at this.

#### **25.4 To consider a final proposal for the land by A11**

Cllr. Lewis has received a plan from Land Registry showing the land ownership, this does not include access, which is covered by overgrowth. New access would be required with the addition of a rent-free period to the heads of term. Cllr. Lewis will send details to the Clerk for circulation and it can be added to the agenda of the next meeting.

#### **25.5 To receive an update on the bin proposal for Sapphire Gardens**

Concerns were raised by the Management Committee regarding the combination bins being more exposed than the dog bins. Cllr. Horne agreed to arrange a site visit to identify the requirements.

#### **25.6 To consider a proposal for use of the playing field**

Inspire Runners would like to use the playing field to run free running sessions to local residents on Wednesday evenings 18.30 – 19.30. It was **AGREED** to allow the use of the field but for respect to be given to formal football teams as they have priority. Proposed by Oke, seconded by Cllr. Lewis. All in favour.

#### **25.7 To discuss instigating a Community Emergency Plan**

As discussed under item 21, Cllrs. Colsey and Pollard will look at drafting an emergency plan using the template provided by Cllr. Taylor.

### **26. Financial Matters**

#### **26.1 To receive the monthly bank accounts**

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It was confirmed that the precept of £30,500 and the decarbonisation fund payment of £3,348.87 have been received. There is currently £3,521.79 held in the current account and £46,499.90 in the deposit account.

### **26.2 To approve and authorise payment of invoices**

It was **RESOLVED** to pay the following invoices:

<u>Date</u>	<u>Payee</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Gross</u>
11-Mar	Suffolk County Council	Replacement LED o/s Village Hall, Mildenhall Rd	442.21	88.44	530.65
31-Mar	Suffolk County Council	1/2 Yearly Rent 01/10/23 - 31/03/24	65.00	0.00	65.00
31-Mar	Barton Mills Village Hall Registered Charity	Use of Village Hall 02/01 & 06/02 & brown bin charge	151.74	0.00	151.74
01-Apr	Suffolk Association of Local Councils	SALC membership 2024/25	443.64	0.00	443.64
01-Apr	Information Commissioners Office	Data protection fee renewal	40.00	0.00	40.00
01-Apr	K & M Lighting Services	Street lighting maintenance 01/04/24 - 30/04/24	7.33	1.47	8.80
30-Apr	Clerk	Expenses	44.01	0.00	44.01
30-Apr	R Lewis	Barton Miller	26.16	0.00	26.16
30-Apr	R.H. Landscapes & Maintenance Services Ltd	Grass cutting 05/04, 12/04, 18/04, 25/04	420.00	84.00	504.00
01-May	West Suffolk Council	Emptying of Dog Bins - weekly 01/05/24 - 31/05/24	28.98	0.00	28.98
02-May	Ayentee Accountancy	Internal audit 2023/24	125.00	25.00	150.00
			<b>1,351.86</b>	<b>110.47</b>	<b>1,462.33</b>

Proposed by Cllr. Jarvis, seconded by Cllr. Oke. 7 in favour, 1 abstention. It was requested that the Clerk check that the invoice for the replacement LED o/s Village Hall, Mildenhall Road received 11-Mar is on the spreadsheet included in the decarbonisation fund prior to paying.

### **27. Parish Councillors reports**

Cllr. Fuller reported that the round seat on the field is deteriorating and requires some attention. He also reported that there has been an advertising van parked in the weighbridge layby and didn't know if this needed addressing; it was agreed that if it becomes regular contact will be made. A property in Church Lane should becoming available, a request was made to make representation with Hastoe Housing, Cllr. Lewis has contact details for a new contact and will send to the clerk.

Cllr. Oke enquired whether the Parish Council need to challenge West Suffolk Council on the draft local plan as it states 12 houses, however the housing needs assessment carried out for the neighbourhood plan identified a need for 60 houses.

Cllr. Horne advised that he recently attended a meeting with SCC alongside Cllrs. Oke and Jarvis in relation to a proposed secondary school which was instigated by Cllr. Drummond. 2 sites have been identified on the other side of Chalk Hill, however the preferred site is in Herringswell.

### **28. To discuss and agree the content for the next Barton Miller**

It was **AGREED** to include the below in the next Barton Miller:

- Deadline for the Neighbourhood Plan survey
- Cllrs. Colsey and Jarvis contact details for any streetlighting concerns and how they can report to SCC

### **29. Exchange of information**

There was no exchange of information.

### **30. Date and time of the next meeting – Tuesday 4<sup>th</sup> June 2024 at 7.30pm in Barton Mills Village Hall, Mildenhall Road, Barton Mills, IP28 6BB**

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The meeting closed at 8:39pm.

**N. Alecock**

N. Alecock, Clerk